



Centralised Career Guidance & Placement Cell

Guru Gobind Singh Indraprastha University
Sector 16-C, Dwarka, New Delhi – 110078

Ph: 011-25302739, Email- ccgpc.ggsipu@gmail.com

Date: 05th May, 2014

Recruitment Drive for Graduate Students of IPU & Its Affiliated Institutes

The Centralised Career Guidance & Placement Cell of the University is organizing Pooled Campus Interviews for Graduate Students of GGSIP University including its Affiliated Institutions. Interview is scheduled to be held on 13th May 2014 from 10 A.M. onwards.

Venue: E-109, E-Block, Training & Placement Cell of USICT, GGSIPU.

JOB DESCRIPTION

POSITION	BRANCH SALES OFFICER / CURRENT ACCOUNT SALES OFFICER	
FUNCTION	RETAIL BRANCH BANKING	
REPORTING	MENTOR (Branch Head / Assistant Branch Manager)	
LOCATION	HDFC BANK BRANCH	
PERIOD OF EMPLOYMENT	2 YEARS FIXED TERM CONTRACT ON THE ROLE OF BANK (Contract renewed based on performance)	
OBJECTIVE: Providing support to branch profitability by selling bank products through different acquisition channels in the catchment area.		
KEY JOB RESPONSIBILITIES		
<ol style="list-style-type: none"> 1) Quality acquisition of Current Account & Saving Account for Resident / Non-resident Indian by going out into the market & catchment area. 2) Ensure quality sourcing of new customer to sell different banking product like Demat Account, Life Insurance, Credit Card etc 3) Penetration of Fixed Deposit to existing & new customers 4) Generate leads of customer through referral, meeting branch walk-ins customer, associates, e-mailing, direct mailing, ATMs & cold calls in the catchment area. 5) Ensure quality customer service is delivered 6) Meeting productivity norms as defined through support of channels & own efforts 7) Strictly adhere & maintain KYC norms compliance 8) Adhere the norms, regulation & practices of banks religiously 		
COMPETENCIES REQUIRED		
Honesty & integrity	Go getter attitude	
Hard & smart working	Ability to convince & influence	
PREFERABLE	TWO WHEELER WITH VALID LICENCE	
	LOCAL RESIDENCE	

EDUCATION / QUALIFICATION	GRADUATE (BBA/BCA) or equivalent
WORK EXPERIENCE	EXPERIENCED & FRESHER

SALARY RANGES	Qualification	Category	Years Of Exp	Salary pa (Rs)
	Graduate	Fresher	0	1,20,000
	Graduates	Experienced	1 year - 3 years	1,44,000
	Graduates	Experienced	3 years +	1,56,000

PERFORMANCE INCENTIVES	Monthly performance incentives (best in banking industry)
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STATUTORY BENEFITS	<ol style="list-style-type: none"> Employee Provident Fund Paid leave – 25 days calendar year (after completion of 6 months from DOJ)
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OTHER BENEFITS	Self medi-claim benefit of Rs 50,000/-
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DOCUMENTS REQUIRED TO GENERATE FIXED TERM CONTRACT (FTC) LETTER	1	UPDATED RESUME
	2	DATE OF BIRTH CERTIFICATE (photo copy)
	3	MARKSHEET – 10 th , 12 th & GRADUATION (photo copy)
	4	VALID ID PROOF – PASSPORT, PAN CARD, AADHAR CARD, GOVT. ID CARD (photo copy)
	5	VALID ADDRESS PROOF – RATION CARD, UTILITY BILL, PASSPORT, BANK STATEMENT (photo copy)
	6	RELEIVING LETTER (IF WORKED / WORKING)
	7	PASSPORT SIZE COLOUR PHOTO (RECENT)


OTHER EMPLOYMENT RELATED INFORMATION

WORKING DAYS	6 DAYS A WEEK
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BANK HOLIDAYS	AVAIL BANK HOLIDAYS
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TRAINING	PRODUCT TRAINING & BANKING REGULATION TRAINING WOULD BE GIVEN TIME TO TIME
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All interested candidates should send their CV on ccgpc.ggsipu@gmail.com strictly on or before 11th May, 2014. For more details please contact Ms. Sheetal Kanojia, Ph. No: 011-25302739.


 (Prof. B.V.R. Reddy)
 Chairperson

Copy to:

1. AR to Hon'ble VC – for info.
2. Registrar – for info.
3. Chairperson, CCGPC.
4. All Placement Coordinators.
5. Server Room – To upload it on the University Website.
6. Guard File.